

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**STOCK ROOM SUPERVISOR  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs responsible technical and supervisory work in storing, inventorying and distributing equipment, materials, and supplies for the City. Employee reports to the Fleet Manager.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for overseeing and supervising the inventory and distribution of vehicle parts, equipment and supplies for the Fleet Management and Administration divisions of the Public Works Department. Employee ensures the issuing, stocking, receiving and ordering of parts, performing inventory reconciliation, and maintaining records. Work also involves supervising the activities of employees and evaluating performance. Employee is expected to use initiative and independent judgment in accomplishing assigned objectives. Work is performed under limited supervision of the Fleet Manager.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Directs and supervises the operation of the Fleet and Public Works stock rooms, including issuing, stocking, receiving and ordering of warehouse equipment and supplies.

Assigns, directs and supervises activities of subordinate staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, in resolving problems as non-routine situations arise.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by City management.

Conducts periodic cycle counts for all inventories.

Conducts year-end physical inventories for Fleet and Public Works stock rooms.

Prepares and maintains records on warehouse operations.

Performs periodic inventory value reconciliation for all inventories balancing with general ledgers.

Issues and controls gas key (or card) inventory system.

Assumes duties of stock clerk(s) and administrative assistant in their absence.

Prepares a variety of routine and special reports as requested.

Purchases and controls fuel inventories for Fleet service station.

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### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and methods of inventory control and record keeping.

Considerable knowledge of the various grades, quality standards, and sources of supply and price trends for assigned commodities.

General knowledge of modern governmental purchasing principles, methods, and procedures.

General knowledge of the principles of supervision, organization and administration.

General knowledge of office practices and procedures.

General knowledge of modern computer operations and software utilized to maintain records of supplies and materials purchased.

Ability to summarize, compile and tabulate narrative and numerical material.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's degree in business administration, accounting or a related field, and 3 to 5 years inventory control or related experience, including supervisory and computer operations experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to the job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service recovery in a manner that satisfies the customer.

**Organizational & Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

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**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 12  
Non-Exempt